The Newcastle upon Tyne Hospitals

How to Use AutoText

About AutoText

AutoText allows you to add frequently used wording to your letter quickly and easily.

Three types of AutoText are available:

Personal – you create and they are for your own use

Departmental -for your own department to use (created by your Office Manager/Super User)

Trustwide – for all users (created by IT Department)



- 3. From here you will need to:
 - a. Name your AutoText for future use
 - b. Add any Free Text
 - c. Add any **Data Items** to this AutoText this will pull any relevant information from the patient encounter each time you use it
 - d. **Save** the AutoText. Once you save this AutoText it will be available for future use under the Personal AutoText section.



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Inserting AutoText from the Side Panel

- 1. Click into the editable area of your letter.
- 2. Select the AutoText Tab
- 3. Click an AutoText from the list

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ELAINE ZZZHOLD DOB: 14-Jul-1976 NHS: MRN: 91459640	1	Trustwide DNA DNA 2 Cancel Save As Draft Save And Finalise

Inserting AutoText via the @ symbol

- 1. Click into the editable area of your letter.
- 2. Type the @symbol followed by some letters from your AutoText
- 3. Select the AutoText from the filtered list

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It is possible to create your own **Personal AutoTexts** from a Word document. Once the text is copied (Ctrl and C), use the shortcut keys on your keyboard of Ctrl and V to paste the text into a new AutoText. Newly created AutoTexts will be available for use the next time you create a document.

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